



## Guidelines for CERT San Diego Members to Receive Credit for Participation and Training

Please note that the only way for CERT SD members to receive credit for attending a CE/or any other training event is to either provide proof of attendance (like a certificate of completion, etc.) or by signing in on a registration sheet.

If people attend a training, but do not sign in, they will NOT receive credit. We will no longer accept verbal confirmations from team leaders or liaisons in lieu of proper registration.

Also, when CERT SD members attend a training **they** must sign in themselves, not have someone else check them off the list. Participants must sign their name or their initials on the appropriate registration sheet.

If the CERT SD office receives a sign-in sheet that has only one person's writing on it when it states that participants must sign their names or initials, the participation of all participants will be invalidated and the members will have to provide other forms of proof of participation.

This is very important because if our records are audited, original signatures are key.